



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**


**Number: 08-30**

**16 July 2008**

**REQUEST FOR DONATED LEAVE**

**PFC Victor Conde**

1. Victor Conde, a Material Handler at CSMS Stockton, is in need of donated leave.
2. If you would like to donate your annual leave, please complete OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient (available at [www.opm.gov/forms/html/opm.asp](http://www.opm.gov/forms/html/opm.asp)), and forward it to JFHQ, ATTN: CAJS-J1-HR-LR (Mr. Todd Morrow – Box #37).
3. The following instructions apply to leave donors:
  - a. Only annual leave may be donated.
  - b. You may not donate leave to your immediate supervisor.
  - c. In any one leave year, a donor may donate no more than a total of one half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (For example: An employee who earns 208 hours of leave during the year may donate a maximum of 104 hours).
4. Questions may be directed to Mr. Todd Morrow at CAGNET 6-3600, DSN 466-3600, commercial (916) 854-3600, or email at [todd.morrow1@us.army.mil](mailto:todd.morrow1@us.army.mil).

  
STUART D. EWING  
Captain, CA ANG  
Deputy Director for Human Resources

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